

COMMERCIAL, MIXED-USE & MULTIFAMILY SUBMITTAL CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system

- Plans/calculations/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional
- Project Design Review is required if the project proposes 1,000 square feet or more of construction and is not a single-family home
- This Checklist is a general guide - completeness review will not check for code compliance

Plan review is **REQUIRED** for the following projects

- New structures not classified as R-3 occupancies – this includes all new commercial, mixed-use & multi-family (3+ units) structures. Also required for improvements that change the footprint of existing commercial, mixed-use, and multi-family structures

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please refer to the [Work Exempt From Permit](#) List for work that does not need a permit

Submittal Requirements

Supporting Documents As Applicable

- Structural Calculations
- Geotechnical Engineering Report
- Special Inspection & Testing Agreement Form - completed and signed [Summary Statement of Special Inspections](#) by owner and design professional
- [Flood Elevation Certificate](#) – if the project lies within the 100-year floodplain
- SPCC – Spill Prevention, Control, and Countermeasure Plan - required when a project uses equipment with any hazardous materials (e.g., hydraulic fluid, diesel fuel, gasoline, oils, etc.)
 - Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)
- SWPPP – Stormwater Pollution Prevention Plan - required for 7,000 square feet or more of land disturbing activity or 2,000 new and/or replaced hard surface area
 - Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)
- Manufacturer's Specifications/Cut Sheet - Product Data sheets, Manufacturer's equipment installation Instructions and Specifications

Other Agency Permits as requires

- Beverage or food service requires a menu at application submittal and Snohomish Health District approval prior to permit issuance
- Notification of [Demolition](#) from [Northwest Clean Air Agency](#) (360-428-1617).

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- Please provide proper notice (up to 10 days advance notice may be required) and obtain approval from NWCAA prior to commencing demolitions and/or asbestos projects. Please submit the approved NWCAA application form
- New or removal of Electric meters
 - Please call Puget Sound Energy for applicable permits at 888-321-7779
- New or removal of Gas meter
 - Please call Puget Sound Energy for applicable permits at 888-321-7779

Plan Set - full plan sets (C, A, S, L, M, E, P, & F) required at the time of permit submittal**Cover Sheet & General Project Information**

- Name of the project
- Name, address, and contact information of property owner(s), developer, and consultants; Drawing title and drawing number
- Legend, Symbols, & Abbreviations; Index to Drawings
- General project description
- Vicinity map and north arrow
- [Snohomish County Assessor's](#) Parcel number and Legal Description
- Site area in square feet and acres
- Site data summary (include required/allowed and proposed)
 - Number of dwelling units/acre (if applicable)
 - Number of bedrooms per unit
 - Developable site area, as defined by land-use code
 - Gross area of proposed structure(s), broken down by land use
 - Gross site area per building
 - Floor area ratio
 - Landscaping, area in square feet
 - Total coverage of impervious surface, area, and percentage
 - Parking number and type (include bike, van, & EV), required and proposed
 - Required building setbacks
- Zoning information
- Moisture Protection Law Statement (For Multifamily Residential Projects)
 - Please Include in the Arch
 - [RCW 64.55](#) Moisture Protection Law for Multifamily Buildings
 - Please note - the building department will not issue a building permit for construction of the building enclosure of a multifamily building or for rehabilitative construction unless the building enclosure design documents contain a stamped statement by the person stamping the building enclosure design documents in substantially the following form: "The undersigned has provided building enclosure documents that in my professional judgement are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090"
- Deferred Submittals

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Items to be submitted as deferred submittals prior to the permit is issued must be indicated on the plans and pre-approved by the building official - typically

- Fire Sprinkler (submit a separate FIRE permit)
- Fire Alarm (submit a separate FIRE permit)
- Legally Required Standby Power and Emergency Power Systems (Generators, Fuel storage, Sprinklers, etc.)
- Through and membrane penetration firestop systems
- Type-1 Hood/Suppression
- Signage & Canopies
- Connection details for mechanical equipment weighing more than 400 pounds
- Racking/Shelving over 5'-9" (connection detail required); over 8'0" required structural calculations by an engineer
- High Pile Storage
- Wood roof and floor trusses
- Coolers/Freezers
- Compressors
- Medical Gas
- Spraying & Dipping
- Hazardous Materials
- Battery Systems
- Pool/Spa (Also required a separate Snohomish Health Permit)
- Mobile Home (Also required a separate State Labor & Industries Permit)

Site Plan

- Name of the project
- Name, address, and contact information of property owner(s), developer, and consultants
- Graphic engineering scale (1" = 20' minimum)
- Legend and Symbols
- Vicinity Map and North Arrow
 - The construction drawings should include a vicinity map showing the nearest cross streets and where on the parcel the work is proposed
- Site arrival points - from the Public Way on the project site plan
- Property Lines (Real & Imaginary)
 - Clearly show real and imaginary property lines with dimensions on the plans, including all new and existing buildings and structures outlines and exterior improvements
 - Show building setbacks, property lines, and easements
- Existing and proposed utility, open space, drainage, access easements, and accurate dimensions
- Indicate Landscaping, walls, rockeries, fences, dumpster or trash enclosures, trellises, and other site elements, proposed and existing as required by land use review or Zoning Code for project, and erosion control plan (if any ground disturbance)
 - Please indicate any water ways and wetlands areas on property
- Accessible entrances, means of egress, and routes
 - Please provide labels on the project Site Plan showing accessible features and routes with information to articulate the design intent for accommodating changes in elevation and cross slopes
- Accessible parking & routes

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- Please show all accessible parking stalls and routes to the building entrances and demonstrate that slopes, cross slopes, and required accessible features are provided
- See ANSI A117.1, IBC Chapter 11, and IEBC as appropriate for the project
- Flood hazard areas, floodways, and design flood elevations as applicable for the parcels associated with the scope of work and work area
- Fire protection features: fire lanes, Fire Dept. connections, post indicator valves, sprinkler riser rooms

Code Summary and Exiting Plans

All current applicable [codes & structural design criteria](#)

- Number of stories and number of basements, as defined by [land use code & building code](#), required, and proposed
- Occupancy Classifications of current and proposed use (i.e., A-2)
- Type of Construction
- Indicate type of fire sprinkler system provided (wet, dry, etc.) and standard used (NFPA-13 or NFRA-13R)
- Indicate fire alarm, suppression, detector, & standpipe provided, if applicable
- Allowable height and calculated building height in feet based on calculated [grade plane elevation](#)
- Allowable number of stories and actual number of stories
- Determination of allowable area
 - Indicate if frontage increase is used and show how it was determined
 - Please include allowable area Calculations / Mixed occupancy ratio
- Specify actual area per story
 - Clearly show the gross floor area per occupancy
 - Refer to the definition of floor area, gross to determine applicable areas
 - Include area of stacked decks in area determination
 - Verify that interior walls, stairs, and all spaces within the inside perimeter of exterior walls are included in the area (please show clearly on code plans for verification)
- Mixed use and occupancies
 - Identify accessory occupancies if applicable
 - Indicate if using non-separated or separated occupancies
 - Identify any incidental uses
 - Identify any hazardous materials type and quantity
- Indicate if utilizing the horizontal building separation allowance
- Identify fire separation distances and evaluate to determine if rated exterior walls or opening protection is required
- Identify the fire-resistance requirements based on the type of construction
- Provide code plans that identify the following:
 - Identify occupant load factors, areas, and occupant loads for each space
 - Determine total occupant loads per floor
 - Distribute occupant loads to exit components
 - Identify common path of egress travel distances
 - Identify travel distances

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- Evaluate remoteness of exits or exit access doorways (show exit door & swing from each room)
 - Demarcate rated assemblies with specific line types
 - Clearly label and identify hourly ratings of exterior walls, fire walls, fire barriers, fire partitions, smoke barriers, smoke partitions, horizontal assemblies, vertical openings, and shafts
 - Indicate locations requiring opening protection and specify hourly rating and where smoke gasketing is required
 - Show and dimension exit separation
 - Identify horizontal exits and refuge areas
 - Identify exit passageways / enclosures
 - Show building exits
 - Width of corridors and stairways
- Indicate if providing pressurized stairs or elevator shafts
- Provide a smoke control narrative if using pressurization equipment for stairs or elevators
- Rational Analysis will be required, which will include CONTAM model and review by a third-party consultant
- Identify the number of dwelling units or sleeping units and provide an evaluation of Accessible, Type A, and Type B units
- Appropriately evaluate distribution among classes of units
- Evaluate plumbing and mechanical fixture requirements
- Identify elements provided with standby or emergency power and indicate how this is being provided
- If using on-site fuel storage, indicate fuel type and tank size

Smoke Control Design & Report for Multifamily Projects & High-rises (as applicable)

- A smoke control narrative and rational analysis needs to be provided during the building permit review for any smoke control system utilized for an additional story or when pressurizing elevators to meet corridor protection requirements
- Submit a CONTAM model to show compliance with [IBC 909.4](#).
- This information as well as coordination with the project drawings must be reviewed by a third-party consultant contracted by the city and approved prior to permit issuance
- Please show how shaft pressurization equipment, control wiring, power wiring, and ductwork for shaft pressurization is protected as indicated in [IBC 909.20.6.1](#)
- The drawings need to call for smoke control systems to be tested by a special inspector
- The drawings need to state that smoke control systems subject to the provisions of [IBC 909](#) will undergo special inspections and tests sufficient to verify the proper commissioning of the smoke control design in its final installed condition

Energy Code Data - all non-residential buildings and residential buildings more than 3-stories

- Provide commercial compliance forms for Building Envelope, Lighting, and Mechanical; refer to [Completed WA State Energy Code Compliance Form - Commercial](#) (Note, login required)
- Please include forms on the appropriate plan sheets
 - Compliance forms must be completely filled out including the checklists that identify the location information is provided in the documents
- Identify insulation R-values or assembly U-values for each wall, floor, and roof/ceiling assembly in the exterior envelope

- Indicate U-values and SHGC of all glazing in the exterior envelope
- Provide energy code compliance notes and specify method of compliance in summary
- Show location of air barriers and address air leakage requirements
- Provide specifications for air leakage building test on the drawings
- Provide vestibules where required
- Provide lighting fixture tables noting watts in coordination with compliance forms for interior and exterior lighting

Construction Coordination Plan - may be incorporated into other site drawings if so desired

- Indicate areas reserved for contractor employee parking
 - Areas that are to be shared with a neighboring business need to be include a copy of the contract or agreement with the neighboring business
- Indicate construction vehicle wash down areas
 - Please include the location of the nearest fire hydrant or other water service
 - Show where runoff water will be collected and how it will be treated
- Preconstruction water supply will require a Hydrant Meter Use permit obtained from Development Engineering
- Indicate construction access to the site. Also indicate which access point is to be the primary reception point for the delivery of construction materials. Note that city streets may not be blocked for the unloading of construction materials
- Provide a statement related to clearing and grading describing the proposed disposal site with anticipated haul routes

Development Engineering (Civil) Plans

- Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)

Landscape Plan(s) [LMC 21.08](#)

- Indicate wetlands, ponds, streams, and proposed buffers
- Structural calculations and details are required for many structures including fences over 7' tall
- A site plan with site features such as exterior amenity spaces, planters, patios, BBQ areas, trellises, arbors, monuments, fences, rockeries, retaining walls, gates, dog parks, etc.
- Details of site features
- Paths and trails including features on the accessible route of travel
- A summary table demonstrating how the proposed landscaping plan complies with [LMC 21.08](#) Landscaping, including:
 - Surface parking stall count
 - Area of interior parking lot landscaping required and provided (square feet)
 - Number of interior parking lot trees required and provide
 - Adjacent zoning
 - Landscape buffers required and provided
 - Number of landscape buffer trees required and provided in each buffer
 - Percentage of landscaped area using non-living ground cover

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- Any other design guidelines or code requirements
- Plant schedule chart showing common name, species, size, and quantity of all proposed plant materials on site – please see the Tree Preservation Guidelines for permitted tree types
- Seal or signature of a qualified landscape professional
- Tree removal and replanting schedule
- Existing trees remaining for landscaping credit per [LMC 21.08.300\(H\)](#)
- Landscape irrigation plan
- Dimensions of all landscape areas
- Distance of trees on center
- Square footage of all landscape islands
- Pedestrian amenities and furniture
- All fencing / screening and proposed height and materials
- The following code sections must be included as notes on the landscape plan: (See Lynnwood Municipal Code for full text)
LMC 21.08.300(A)(1), LMC 21.08.300(A)(2), LMC 21.08.300(B)(1)(a), LMC 21.08.300(C)(1)(e), LMC 21.08.300(C)(1)(c), LMC 21.08.300(C)(1)(d), LMC 21.08.300(C)(1)(g)
- Product specifications for amenities such as trash cans, benches, bicycle racks, etc.
- Any additional information to show compliance with relevant design guidelines and zoning requirements

Lighting Plan [LMC 21.17](#) - outdoor lighting standards

- Identified lighting zone per [LMC 21.17](#) Outdoor Lighting Standard
- A photometric plan showing lighting measured in lumens
 - Please note that photometric studies measured in foot candles will not be accepted
- Specifications for all outdoor lighting fixtures, including height of light poles and attached fixtures
- Any additional information to show compliance with relevant design guidelines and zoning requirements

Architectural Demolition Plan (as applicable)

- Detailed site plan showing property lines, adjacent street names, trees, structures, utilities, surface water, underground tanks, critical areas, asbestos, hazardous materials, easement locations and types, north arrow, drawing scale, and lot area in square feet
- Record of Cash Deposit from completed for the Building Demolition/Removal Deposit requirement
 - Please note that a \$2,000 deposit is required; this is returned when the demolition is complete and inspected
- A separate Sewer capping permit and inspection required by Development Engineering
- A separate Tree Removal permit may be required by Development Engineering
- A separate Underground Fuel Storage Tank removal permit may be required by Fire
- Asbestos Abatement: obtain approval from [Puget Sound Clean Air Agency](#) prior to proceeding with demolition
- A Rodent Abatement Report
- A completed SEPA application unless the project is categorically exempt from SEPA review

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- A completed Spill Prevention, Control and Countermeasures Plan (SPCC plan).
Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)
- A Stormwater Pollution Prevention Plan (SWPPP) may be required.
Please see the [Development Engineering Construction Permit Checklist and Submittal Standards](#)

Architectural Floor Plans

- Area of each floor including covered decks, porches, garages, and carports
- Floor layout labeling use of each space and providing complete dimensions
- Furniture layout in community areas or business spaces
- Fixed equipment and fixtures, and cabinets and counters
- Stairs, corridors, ramps, elevators, restrooms, and drinking fountains
- Locate and dimension new, removed or replaced windows, doors, and skylights
- Door and Window Schedules - Dimensions, Hardware, Fire-ratings, U-values, and Solar Heat Gain Coefficients (SHGC)
- Operable Windows
 - Windowsills located more than 72 inches above the finished grade must comply with one of the options listed in IBC 1015.8, or the sill must be a minimum of 36 inches above the finished floor per IBC 1015.8
- Provide Accessibility conformance & details
- Locations of exits, egress illumination, signage, smoke alarms, carbon monoxide detection, fire extinguishers, fans, vents, plumbing fixtures, mechanical equipment, standpipe, meter and electrical rooms, fire sprinkler riser rooms, FDC, etc.
- Identify fire alarm panel and remote annunciator(s)
- Location and cross-references to details, for all vertical and horizontal fire-resistive separations including fire wall, fire barriers, fire partitions, smoke partitions, draft-stops, fire penetrations, etc.
- Incorporate accessible features showing maneuvering clearances with typical dimensions at doors and show turnaround spaces within rooms to meet accessibility requirements
- Provide Storage racks location and height
 - Attachment details are required for seismic bracing of storage racks five feet nine inches (5'9") or greater in height
 - Under 5'9", show a positive connection to floor or walls
 - Statement of Special Inspections Form & structural calculations required only if rack storage is over 8'Please note: High pile storage shall meet the requirements of current international Building and Fire Codes
- If crawl space or attic is included, show location and size of all vents, access size and location, and an evaluation of the required ventilation area
- Show and label spaces integral with foundation (i.e.: basement, garage, storage areas)
All detail callouts must be accurately cross-referenced to the appropriate location on the plans

Roof Plan

- Roof drainage, overflow, hips, valleys, gables, and ridges showing all roof slopes
- Evaluate required and provided roof ventilation area (a min net-free ventilation area)
- Roof jacks and gable-end vents must be specifically shown in plan or elevation
- Ridge and eave venting details including ventilation requirement calculations

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- Locate fire walls, draft stops, and roof access
- Show location of all roof top mechanical equipment, elevator, skylights, stair, mechanical penthouse, fall-restrain hooks, and detail screening
- Show extent of roof decks - if any

Reflected Ceiling Plan

- Locations of suspended ceilings, soffits, and custom-designed ceilings
- Detail references for each type of suspended ceiling support system (Per [NWCB, Technical Document 401](#))
- Show location of all emergency lighting and exit signage (should be on floor plan)
- Provide lighting fixture schedule and lighting layout

Exterior Elevations

- Elevations of every side of the building, finished floor level for each floor, basement, mezzanine, parapet, proposed grades, maximum building height, and maximum site slope
- [Grade plane elevation](#) based on IBC requirements and note actual building height based off grade plane elevation
- Show property lines
- Indicate exterior materials (for Design Review approval)
- Roof Information:
 - Overhang dimensions
 - Chimney clearances
 - Pitch or minimum slope to drain
 - Mechanical equipment and its screening
 - Class of roofing material
- Windowsill height above finished floor
- Doors, windows, skylights, and any type of openable vents in windows
- Mechanical wall vent locations and dimensions to the openable window unit
- Decks with height of guards and spacing of intermediate rails identified
- Ramps, signs, etc. for compliance with accessibility requirements

Architectural Sections, Details & Enlarged Plans

- Typical wall, floor, and roof assemblies and ratings
 - Call out all material types and thickness
 - Provide complete wall, floor/ceiling, and roof tags that reference assembly types
 - Seismic bracing details: walls, suspended ceilings/equipment, rooftop-mounted equipment
 - Provide weatherproofing and flashing details
- Roof section showing height of mechanical equipment and height of screening - include materials and color
- Sections through corridors, shafts, and stair enclosures and include details at floor and roof intersections showing continuity
- Complex fire-resistive assemblies and intersections such as at occupancy separations, fire walls, fire barriers, etc.

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- Roof eave conditions, decks, guard connections, protection at overhangs, roof, and floor drains
- Enlarged stair, elevator, and shaft plans and sections with complete details showing continuity
Details at floor and stair shaft wall intersections showing continuity of two-hour shaft construction
- Interior elevations to demonstrate compliance with accessibility requirements
- Typical accessibility details
- Provide enlarged plans for units, common areas, public bathrooms, etc. to clearly demonstrate accessibility requirements
- Enlarged unit plans must identify Accessible, Type A and Type B units
- Enlarged Type B unit plans must indicate if complying with Option A or Option B
- All components attached to the building including trellises, architectural features, canopies, etc.

Assembly, Door, Window, Hardware & Finish Schedules

- Assembly schedules
 - Call out approval agency and listing number for each rated assembly with STC and Fire Ratings
 - All components of tested assemblies must be called out on the drawings so the contractor can build the assembly and the inspector can inspect the assembly from the plans
 - Cut sheets from tested assemblies included on the plan sheets are acceptable
 - Key all assembly types in plan and section to clearly describe
 - Show flame spread of finishes
 - Where applicable, justify STC and IIC ratings with tested assembly reports or provide a separate acoustic report
- Door schedule
 - Show door/frame size, type, rating, and hardware
 - All hardware information must be on the drawings to indicate smoke gasketing, closing devices, smoke screen, panic hardware, etc.
 - Specify U-values in coordination with your WSEC Compliance form for Building Envelope
 - Identify safe glazing
 - Key all door numbers on the plans
- Window schedule
 - Show window size, type, opening size and direction, rating, and hardware
 - Specify U-values and SHGC in coordination with your WSEC Compliance form for Building Envelope
 - Identify sill height in window schedule or on elevations
 - Specify all panes having safety glazing
 - Indicate egress windows from bedrooms in elevations
 - Key all window type tags on the plans
- Show protection for all penetrations (plumbing, mechanical, electrical, communication)
- Finish materials need to be identified on a Finish Schedule

Structural Notes

- Design loads – LL, DL, SNOW, WIND, SEISMIC, SOIL
- Specifications for all materials (concrete, masonry, steel, wood, anchors)
- Minimum design concrete strength, concrete sack mix, and reinforcing bar grade

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- Grade and species of all framing lumber
- Combination symbol (strength) of all GLU-LAM beams and design requirements for engineered lumber such as PSLs, LVLs, LSLs
- Itemize all structural deferred submittals (such as connection details for mechanical equipment weighing more than 400 pounds, continuous rod holdown system, shop drawings for post-tensioned concrete, prefabricated roof trusses carrying lateral loads, prefabricated floor trusses carrying lateral loads)
- Refer to the geotechnical report by company, date, and number and summarize allowable design criteria and foundation requirements
- Provide a statement of special inspections itemizing all requirements
- Specifically identify required geotechnical special inspections
- Indicate if structural observation is required

Structural Foundation Plan

- Accurately locate all columns, footings, foundation walls, grade beams, headers, holdowns
- Size and reinforcing of all foundation members
 - Provide column connection details
 - Indicate any framing anchors, welds, anchor bolts, grout, etc.
- Size of floor framing members, spacing, direction, support, connections, blocking, etc.
- Foundation walls must be fully dimensioned and show maximum wall heights and all connections
- Foundation sections at various points around foundation system
- Under-slab requirements and details per geotechnical report, including below-grade foundation walls
- All detail callouts must be accurately cross-referenced to the appropriate location on the plans

Structural Floor and Roof Framing Plans

- Size of roof, floor and deck structural members with spacing, direction, support, connections, blocking, etc.
- Bearing walls and columns/beam supports to the foundation
- Post-tensioned floor tendon or rebar information
- Weight and locations of all mechanical equipment and support system
- Shear wall plan and holdown locations and details
- Show all ledger connections
- All detail callouts must be accurately cross-referenced to the appropriate location on the plans

Structural Sections and Details

- Typical wall sections with all material
- Lateral engineering details
 - Specifically show complete load path through nailing for top plate, bottom plate, roof sheathing to wall, cantilevered floors, roof edge nailing, and interior shear walls
 - Include details of holdown connectors
 - All details must be referenced on plan at all typical locations
- Typical roof section with all materials labeled
 - Include all dimensions, venting, insulation, connections, sheathing, type of roofing, slope of roof

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- Show scupper, overflow, and downspout details

Please note: many of these details may be included in architectural details and need not be duplicated on structural drawings

- Typical foundation section with all materials labeled
 - Please include dimensions, wall thickness, rebar size and spacing, rebar clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundations, slab thickness, drainage for foundation retaining walls
- Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

Lateral and Gravity Design

- Wind and seismic calculation comparisons
- Complete lateral design for controlling wind or seismic load
- Details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, offset shear walls and ceiling diaphragm-to-shear walls (if used)
- Engineer's stamp required on drawing and calculations
- Shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing
- Holddown connector locations on plans
- Holddown details for various conditions provided
- All structural calculations for lateral and gravity design must include a key plan or similar way of identifying beams, headers, girder trusses and shear walls noted in the calculations with those indicated on the plans
- Structural calculations for rooftop mechanical equipment screening
- Plans submitted that do not identify and coordinate plans and calculations will be considered insufficient and not accepted for permit submittal

Plumbing Plans

- Plumbing plans are required for:
 - All Commercial projects
 - Multifamily projects over 4 dwelling units (except for IRC townhouses)
 - All commercial kitchens for food service (does not include office lunchrooms)
 - Gravity grease interceptors, hydro-mechanical grease interceptors, and oil-water separatorsMedical gas plans and specifications
- Medical Gas Plan and Specification required and prepared by a certified installer.
- Grease interceptors are required to be sized per UPC requirements and designed and stamped by a licensed mechanical engineer
 - Must include location of the grease interceptor, its capacity (in gpm or gallons), the connecting pipes, the capacities of the fixtures draining to the interceptor, and any other information deemed necessary.
- Show the size and location of gravity grease interceptors on the site plan or location of hydro-mechanical grease interceptors on the floor. (A separate Civil permit is required for exterior grease interceptors)
- Isometric drawings are required for buildings over 3 stories, commercial kitchens and grocery stores
- Line drawings must show all piping (water, gas, waste, and vent) materials, sizes and lengths, water source and entry, shut-off isolating valves, and backflow prevention device(s)

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- A fixture schedule showing the number, types, and locations of all fixtures must be provided
- Details must show construction of interceptors, piping support, firestop penetration systems, etc.
- Calculations must be provided for water meter sizing and DWV fixture units for building drain
- Water heater size, location, venting, and portable hot water distribution system
- Service water heater energy conservation compliance - efficiency, piping insulation, temperature, and pump controls
- Pressure relief devices and expansion tanks
- Provide roof drain piping calculations. Show size and location of roof drains and scuppers
- If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet

Mechanical Plans

- Mechanical plans are required for any of the following conditions:
 - Multifamily projects over 4 dwelling units (except for IRC townhouses)
 - All commercial kitchens
 - Type I and Type II hoods
 - All rooftop or floor mounted units over 400 lbs. or new equipment is a replacement unit in the same location, with the weight exceeding 5% of the original (structural details and sliding and overturning calculations are required)
 - All new commercial buildings
 - Tenant improvements over 1,000 sq.ft
- Plans need to be of sufficient clarity to indicate the location, nature and extent of the work proposed
- Drawings for commercial projects over 4,000 sq.ft or containing Type I hoods must be stamped and signed by an engineer licensed in the State of Washington
 - The name and address of the person responsible for the drawings and the address of the project should be included on the plans
- Provide an HVAC basis of design project description, including the equipment capacity (Btu/h input), controls, equipment location, access, and clearance
- A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1000 ft², the floor area of the space and the amount of outdoor air supplied to each space
- Provide equipment schedules with complete information
- Condensate disposal, routing of piping and auxiliary and secondary drainage systems
- Verify that structural drawings address support of equipment
- Show locations of all HVAC ducts and include size, gauge, and register locations, including duct construction and installation methods
- Indicate location and R-value of duct insulation
- Drawing underlays must coordinate with current architectural plans and show the location of all rated fire-resistive assemblies
- All fire/smoke dampers must be clearly shown at all locations; where applying the provisions of any exceptions where fire/smoke dampers are typically required, justify condition without fire/smoke damper
- Provide make-up air for all exhaust system

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- Show required access for roof-mounted equipment
- Detail rated enclosures for grease ducts
- Boiler and water heater equipment and piping details including safety controls, gauges, valves, and distribution piping layout
- Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant, and refrigerant piping materials and the type of connections
- Complete details on the gas piping system including materials, installation, valve locations, sizing criteria, and calculations (i.e., the longest ling of piping, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC.)
- If intending to address through- and membrane-penetration firestop systems as a deferred submittal, this must be specifically noted on the Cover Sheet

Electrical Plans

- Plans need to clearly indicate the location, nature and extent of the work proposed
- Electrical drawings need to include:
 - Service Panel Size(s) and location(s) as well as voltages and phase information
 - Feeder and conductor sizes
 - Location of Utility Company Transformer
 - Available Fault Current Calculations for existing and upgraded equipment
 - Arc Flash Information if applicable
 - Location and size of step-down or step-up transformers
 - Panel Schedules including complete load calculations
 - Lighting plans showing regular and emergency lighting
 - Smoke alarms and carbon monoxide detectors (If a Fire Alarm Electrical Permit)
 - Information on any standby or emergency power systems
 - Specialty electrical equipment required for building code compliance
 - Fixture schedules identifying watts per fixture and lumens per watt for both interior and exterior lighting that coordinates with your WSEC Compliance form for Lighting
 - Schematic of light switching
 - Lighting controls, daylight zones, time-switch controls, light-reduction controls, dimmers, top light daylight zones, etc.
 - Locations of all occupancy sensors
 - Controlled receptacles in all locations required by the WSEC